

**Lake Marion Elementary PTO
General Meeting Minutes**

September 11th, 2017 at 1:30 pm in the LME Conference Room

Meeting called to order by Jennifer Wagner at 1:30 pm

Attendance (15)

Mr. Domstrand (Principal), Jennifer Wagner (President), Tonya Hilyard (Vice President), Lisa Cook (Co-Treasurer), Kil Choe Wikstrom (Co-Treasurer), Rachel Haukoos, Jennifer Van De Berg, Traci Werner, Kristin Bornfleth, Marie Mitchell, Kristina Jacobson, Veronica Bautista, Christine Cook, Jody Dube, and Melissa Schreiner.

Financial Report *Lisa Cook*

Handouts:

1. 2016-2017 Income Statement
2. 2017-2018 Income Statement
3. 2017-2018 Operating Budget

Lisa noted that we have depleted reserves by ~\$17K. This is largely due to the \$20K donation from the PTO to Lake Marion at the end of the 2016-2017 school year. The donated funds have been used for new playground equipment and improvements, flexible furniture for classrooms, computer software, and student scholarships. This was a one-time donation that is not a routine expense and was only made possible by the generous donations of our LME community through fundraisers such as the annual walk-a-thon. As a non-profit organization, we are required to "spend down" our excess reserves, however, Lisa requested that the budget be followed closely going forward to avoid unintentional depletion of the reserves. She has broken out the income from expenses on the income statement so net amounts can be easily identified.

End of the year taxes have been completed and will be filed tomorrow. Yay! Lisa shared that we have a balance of \$32,980.14.

Committee Reports

School Supplies Program *Jennifer Van De Berg*

Jennifer reported that she sold 154 kits and the program was a success! Eighteen (18) of the "extra kits for sale during Assessments" kits did not sell and there were five (5) "donated to the school for families in need" kits that were not needed. These twenty-three (23) kits were dismantled into the teachers' supply cabinet (donated to the school). Overall, we had a \$723.48 profit from the school supplies. Jennifer questioned if we should cut back on the number of extra "for sale" kits from 6 per grade to 3 per grade next year. Also, should we consider reducing the number of donated kits due to other resources available to families in need (Ready, Set, Achieve and 360 Communities). Some parents are using Google to find school supply lists but there are old versions out on the web so we need to remind parents to get official lists from LME website.

Student Directory *Kristin Bornfleth*

Kristin reported that the directory is about 75% completed. She will have it finished this weekend. There is an issue with the format of the form and Kristin has noted that it should be modified prior to next year's use – she stated that she will be stepping down from the Student Directory committee. Parents are marking that they DON'T want to be included in the directory, but then are filling out the information fields needed for the directory and signing off on that. This year there are about 75 forms with this issue and she will work with Krista Y. to see about contacting these families for clarification.

Spirit Wear *Jennifer Wagner* for Brenda Kluck

Jennifer reported that the sale went well. Kil Choe highlighted the use of iPads and Apple Squares to accept credit cards resulted in only \$36 of cash collected to purchase spirit wear items this year. The total sales were \$3,368. Online store was also set up this year which accounted for 31% of sales. Items should be distributed on or before Oct 4. Jennifer noted that parent and teacher feedback is that the shopping window is too short – question was raised should we offer sales more than once a year? Kristin Bornfleth suggested online sales only; no decision was reached.

Culver's Night *Jennifer Wagner* for Brenda Kluck

Jennifer shared that the Kindergarten teachers will be serving this month from 5-7 PM. Scoopie will also be making a couple appearances. Brenda will not be able to work all Culver's nights so likely will need Signup Genius to fill vacancies. Cub Scouts would like to know if their program flyers could be handed out that night. Mr. Domstrand stated that LME cannot promote outside organizations, but has no problem with a boy scout handing out flyers at Culver's and talking to families about their program.

Fall Picture Day *Jennifer Wagner* for Heather Vinar

Scheduled for Tuesday, September 19. Set up in the Commons. Heather does not need Signup Genius but would like 2 helpers in the afternoon and one for the morning. Jody Dube and Jennifer Van De Berg volunteered for the afternoon shift and Veronica Bautista volunteered for morning shift.

Book Fair *Jennifer Van De Berg*

Jennifer reported on the upcoming Oct. 11-14th Scholastic book fair. Mr. Domstrand said they will set up in the Media Center with one side closed just like last year.

Walk-a-thon *Rachel Haukoos*

Kick off starts next Tuesday, September 19, at morning Staff Meeting. WAT team should be there and ready to go at 8:15 am. Teachers will be sending home information with students on Thursday, September 21. Online donations will be open that day. No major changes from last year's structure. Students will receive water and a healthy snack – apples from apple farm? bananas from Cub? We will still use a ticket system for donations. Students will have a chance to have lunch with the principal or be "Principal for the Day". Mr. Domstrand has graciously agreed to dress like a farmer and kiss a pig (little Norman) as this year's Principal incentive to reach our fundraising goal! A new video should be made and WAT committee will heavily promote the "Kiss A Pig!" incentive. Kristin Bornfleth has photos of Norman and his best friend Ethel (the goose).

Classroom Parties *Kristin Bornfleth*

Brenda Kluck will be working on this. Kristin Bornfleth has sent party planning list to Brenda and will send class volunteer lists to Jennifer. She shared that there was a lack of party coordinators and wondered if PTO should provide the list of treats, games, etc. to be done at the party and simply ask volunteers to secure the items and run the parties. She will leave it to Brenda to sort out how to secure party coordinators based on the pool of classroom party volunteers. Typically, a volunteer steps up to fill the vacancy.

Square 1 Art *Tonya Hilyard*

Classes will start their projects on Monday, September 18th. Everything will be ready in plenty of time for Christmas gift giving. Signup Genius will be going out to ask for helpers. Kristin Bornfleth will work on that group list first – Jennifer Wagner will create the posting.

Spirit Day *Jennifer Wagner*

Wear your favorite spirit wear on Oct 6th. NO GLITTER. North and South High Schools both have homecoming that day! Also, Caps for Camp will be the same day.

Emagine Family Movie Series Jennifer Wagner

Jennifer reported that the new company Emagine (formerly Lakeville Family Theater) will still host the 6 movies for \$6 fundraiser. Previous years have not netted much money during this fundraiser. Jennifer will check into that with new owners.

New Business

Review of Assessments and Open House – Mr. Domstrand reported that 98% of the school was in attendance for assessments. Unknown for Open House as that information is not collected but all agreed it was well attended. We had a higher percentage of forms turned in. Positive comments about having Spirit Wear sales during assessments with samples to touch and try on.

Review of Welcome Back Coffee/Cafeteria Helpers – New and familiar faces at the coffee event. Mr. Domstrand expressed much gratitude for volunteers that helped Kindergarteners navigate the cafeteria during the first week of school. With regards to Welcome Back Teachers event, Mr. Domstrand suggested a RED CARPET event next year to really show our appreciation for the amount of preparation our teachers do before school starts to ensure the kids have a great year. Everyone agreed this is a great idea for next year.

RevTrak to Square Online conversion – in August, the PTO Board voted to cancel our account with RevTrak due to increased fees that were not justified by the amount of use. Apple Square fees were compared and came out considerably lower. Online sales are now hosted on our Square Online site: <https://squareup.com/store/LMEPTO> . Please submit any upcoming sales requests to Kil Choe Wikstrom. Expected uses: Spirit Wear, Walk-a-thon donations, Coffee sales, School supplies, Bingo and Baskets, and Movie ticket sales.

Classroom Coordinators/School Party Money Requests – Classroom Coordinators was discussed in Committee Report above. No discussion regarding Party Money occurred.

Conferences/Staff dinner – the PTO will provide dinner for the staff during evening conferences. Look for Signup Genius link.

PTO Staff Cookbook Fundraiser – Rachel Haukoos suggested a new fundraiser for consideration. Teachers, staff, PTO would submit favorite recipes and there are companies that will format and print the cookbook for our fundraiser. Mr. Domstrand expressed concern about having too many “asks” throughout the year and especially if we are not trying to fill a specific need. Rachel would like to create one cookbook for Bingo and Baskets auction to see how it goes over. There was some discussion about whether having an auction at LME is a good idea or not. Kristin recommended to the PTO that because auctions can be construed to some as gambling, it should be excluded from any PTO event.

Junior Achievement Recruitment – Last year was the first year and it will be offered again this year. Kristin Bornfleth will be heading this up.

Caps for Camp – this is a new fundraiser this year. Students can pay \$1 to wear a hat on designated Fridays. All students can participate. All monies will fund 5th grade camp. 5th grade students will be assigned to collect money, etc.

Monthly Staff Birthdays – each month the PTO recognizes staff birthdays with a card and candy. Jennifer Van De Berg has volunteered to take this on this year.

Secretary Position – PTO is seeking to replace Kate Zweber who has recently stepped down as PTO Secretary. We thank Kate for all that she has contributed to the PTO and Lake Marion. Marie Mitchell has expressed some interest and will continue to have discussions with Jennifer to determine if this is a good fit for her.

Old Business

2016-2017 Yearbooks – LifeTouch will pick up 10 of the remaining yearbooks. We are continuing to offer the yearbooks for sale in the office.

Slushy Machine – A slushy machine was donated to the school by a family that lost their child. Jennifer Wagner stated that the school cannot make good use of it as it is unable to “keep up” with the large number of students at Lake Marion. The PTO is looking for ideas on how to make use of it given its limitations or are there other options to explore. Suggestions included Activity Day or possibly donated it to another organization. No decision was reached.

Upcoming Events

September 12 Culver’s Night
September 15 Directory and Volunteer Forms Due
September 18 Begin Square1Art Projects (through Oct 6)
September 19 Fall Picture Day
September 19 Walk-a-thon Kickoff for Teachers
September 22 NO SCHOOL
September 29 PTO Help Day
October 4 Spirit Wear Orders delivered
October 5 Culver’s Night (Thursday)
October 6 Spirit Day & Caps for Camp (Homecoming for Lakeville North and South)
October 9 PTO Meeting
October 10-13 Scholastic Book Fair
October 10 Conferences, Evening
October 11 Late Start, Conferences Morning
October 12 Conferences, Evening
October 12 Walk-a-thon Donations due
October 13 Walk-a-thon

Next PTO meeting is Monday, October 9 at 1:30 pm in the LME Conference Room

Meeting adjourned by Jennifer Wagner

Minutes compiled by Kil Choe Wikstrom